

**TOWN/VILLAGE OF NORTHFIELD
JOINT BOARD MEETING
BOARD OF TOWN SELECTMEN
BOARD OF VILLAGE TRUSTEES
Minutes of March 25, 2014**

- I. ROLL CALL.** Select Board Chair John Quinn III, Selectmen Brad Denny, Lynn Doney (absent), Matthew Gadbois, and Kenneth W. Goslant. Trustee Chair Dennis Donahue, Trustees Kevin T. Beal (absent), K. David Maxwell (6:20 p.m.), and James R. Wilson. Also present were Town Manager Robert Lewis, Acting Village Manager Stephen Fitzhugh, Acting Clerk Kenneth McCann, Laurie Baroffio (Finance Director), Ramon E. Hudson (Road Foreman), Patrick J. DeMasi (Utility Superintendent), Brian Hoar (Northfield Police Department), Emily Shapiro (Norwich University), John Kiernan (Phelps Engineering), Thomas Nesbitt (Phelps Engineering), Patti Lewis (Vermont State Representative), Sonya Bourne, and Kathleen Lott (*Northfield News*).

Trustee Chair Donahue called the meeting to order at 6:07 p.m.

- II. PLEDGE OF ALLEGIANCE.** The Board members and the public were asked to rise and recite the Pledge of Allegiance.

- III. SET/ADJUST AGENDA.** The agenda will be slightly revised to accommodate members of the public present tonight.

IV. PUBLIC PARTICIPATION:

- a. Brian Hoar (Northfield Police Department) and Emily Shapiro (Norwich University): Request to Hold Michael Zemanek Memorial Foundation (MZMF) 5k Run.** Mr. Hoar and Ms. Shapiro are here tonight to ask for the Boards' permission to hold the first MZMF benefit race on Saturday, October 18, 2014. The foundation was created to provide assistance to the families of deceased sworn police officers and is in memory of Michael Zemanek, the part-time Northfield Police Officer and recent Norwich University graduate who passed away last summer due to a heart defect. The race route is similar to the one used on Labor Day Weekend (Central Street, Wall Street, and Water Street) but has been modified to exclude Main Street. Since this is the first benefit for this foundation, Ms. Shapiro cannot provide a monetary goal as the main intention is to create community involvement for this cause. Town Manager Lewis has no objection provided that the race organizers produce a Certificate of Liability Insurance to cover the event. Motion by Selectman Gadbois, seconded by Trustee Wilson, to grant the Michael Zemanek Memorial Foundation permission to hold a benefit 5k run on Northfield streets on Saturday, October 18, 2014. **Motion passed 6-0-0.**
- b. Thomas Nesbitt and John Kiernan, Phelps Engineering: Drinking Water Revolving Loan Fund.** Village Manager Fitzhugh stated that Northfield Village has "made the cut" and is eligible for a low-interest state loan that can be used to upgrade the municipal water system. He added that he has moved cautiously on this matter given that Town/Village Merger is fast approaching (07/01/14). Tonight's presentation will provide information to the Town Selectmen already given to the Village Trustees as well as information new to both boards. Mr. Nesbitt stated that an evaluation of the Northfield water delivery system was performed in the 1990s. This study identified where improvements were most needed on a system that relied heavily on water mains and pipes installed in 1906. The improvements were broken down into different stages, which subsequently were named the "North Phase," the "West Phase," and the "South Phase." With the exception of the Central Street area component of the South Phase, these improvements have been completed with the installation of new water mains, pipes, and the construction of the Garvey Hill Reservoir.

Trustee Maxwell arrived at this time.

Mr. Nesbitt noted that the water system improvements were funded with a combination of state, local, and federal funds including USDA Rural Development, federal economic stimulus money, local bonds, etc. The source of funding depended upon grant fund eligibility and availability. The uncompleted area of the South Phase includes Central Street, Washington Street, and Jarvis Lane. In addition, now there is a need to upgrade the water system on King Street where the hydrants are out of service due to low water pressure.

Mr. Kiernan noted that the Vermont State Drinking Water Revolving Loan Fund is financed by the federal Environmental Protection Agency (EPA) and projects are prioritized by various factors. Many communities apply for these funds but later decide for their own reasons not to participate. This is how Northfield Village moved up on the list and recently became eligible. It is possible for the Village to accept these loan funds, conduct the initial engineering surveys, and then decide to postpone construction should other funding opportunities fail to materialize. Mr. Kiernan noted that the system improvements now under consideration will need to be done eventually and that the State has provided the Village with a good opportunity at this time. He added that the repayment rules governing these loan funds are elastic and sometimes include some "loan forgiveness."

Mr. Nesbitt stated that the State of Vermont looks at an applying community's per capita income and the rates charged utility customers before determining the amount of funding available and the interest rate to be charged. He added that although USDA Rural Development funds have been obtained for earlier phases of this project, he was not optimistic that they would be available for this project. Mr. Kiernan estimated that the work needed in the Central Street area would cost about \$2,200,000. (An estimate for the King Street work is not yet available.) Mr. Nesbitt stated that a new updated set of plans is needed that will show the State exactly how much work needs to be done as well as the project's conformity to standards that have been adopted since the water system upgrade was first planned nearly twenty (20) years ago, i.e. non-lead piping, etc. The permitting paperwork also needs to be updated. The State is willing to commit to providing funds for this project provided that the Village begins some preliminary planning. Manager Fitzhugh thought that this was a good time to start some of this preparation work. Mr. Nesbitt noted that the amount of the Village's initial commitment could be negotiated with the State. Manager Fitzhugh stated that the bulk of the project costs would be funded by ratepayers through long-term bonds. Ratepayers soon will begin paying for the bonds that paid for the South Phase construction that was completed a couple years ago. It is anticipated that this will cause the average water bill to go up about 9.2%. The Central Street work would result in an additional 9.6% increase and the King Street work might be an additional 4%. Manager Fitzhugh estimated that the average monthly water bill would go up about \$4.00 if all of the proposed work was completed. Mr. Nesbitt added that some minor work on South Main Street could be folded into this project as the pipes there are among the "roughest" he has ever seen, which is an indication of extreme age. Since this work would be funded by a general obligation bond, Northfield voters would have to authorize it but only ratepayers would have to repay it.

Trustee Wilson asked Utility Superintendent Patrick DeMasi if he also felt that the proposed work areas should be a top priority. Mr. DeMasi agreed that they were, adding that due to the low water pressure on King Street, there is almost no fire protection there. He added that our forefathers did a good job in creating this municipal water system for future generations and it now is our responsibility to keep it in good shape into the next century.

Manager Fitzhugh asked what would be the next step the Village needed to take. Mr. Kiernan said that the Village needed to let the State know whether or not it would like to proceed on the proposed project. Manager Fitzhugh asked what would happen if loan funds were spent on engineering costs and the voters then rejected the funding bond. Mr. Kiernan said that the expended money would have to be repaid over a five (5) year period. However, as was indicated earlier, the State can be accommodating in such cases with payment deferrals, loan forgiveness, etc. Manager Fitzhugh asked if it still was possible to apply for USDA Rural Development funds. Mr. Nesbitt said it was possible but he still was not optimistic on the chance of success.

Selectman Gadbois asked when the project could be started and how long it would take to be completed. Mr. Nesbitt said that (if authorized by the Boards) the planning can begin now. However, the earliest that a bond vote could be held would be late August 2014. If approved, the construction could begin either in late autumn or the following spring. He estimated that the work on Central Street and King Street would take about three (3) weeks each. Mr. Kiernan added that the estimated cost of engineering the Central Street work would be between \$40,000 and \$50,000.

Manager Fitzhugh asked if the Village began this project, would there be any problems with the Town inheriting it after merger comes into effect. Selectman Denny stated that the Plan of Merger provides for this. Mr. Nesbitt also has looked into this and confirmed that it only would be an administrative procedure to change references on loan and permit documents from "Village" to "Town." Selectman Denny would like Northfield voters informed beforehand that any loan repayments will be the responsibility of ratepayers only. Select Board Chair Quinn believes that Northfield should move forward on this project now because the longer that it is put off, the more expensive it will be. Trustee Maxwell asked if some of the other problems on Central Street such as bad sidewalks, lack of curbing, etc. would be addressed by this project. Mr. DeMasi thought that sidewalks that had pipes under them would have to be replaced but there would not be a general street rehabilitation during the project. Manager Fitzhugh added that this kind of work should not be financed by ratepayers but instead should be paid for out of highway funds that come from property taxes. Trustee Maxwell felt that the residents should be informed of this fact. They have been promised these improvements for some time.

Selectman Goslant asked if leaky pipes could result in increased use of chlorination chemicals. Mr. Nesbitt said that this could happen. However, the main problem that would be addressed is the low water pressure caused by old pipes narrowed by corrosion, etc. This is especially true on King Street where there is a risk of system contamination with outside agents entering the system. There also is the possibility of litigation from King Street property owners because of the lack of fire protection in the area.

Motion by Trustee Donahue, seconded by Trustee Maxwell, to authorize Phelps Engineering to move forward on the engineering phase of this project and to inform the State of Vermont of the Village's intentions. **Motion passed 3-0-0.** Motion by Selectman Denny, seconded by Selectman Goslant, to have the Town Selectmen concur with the decision of the Village Trustees. **Motion passed 4-0-0.**

- c. **Patti Lewis, Vermont State Representative: Legislative Update.** Representative Lewis would like to provide the Board members with updates on proposed legislation of special interest to the municipality. For example, like many Vermont communities, Northfield has expended considerable funds putting both full- and part-time officers through the Vermont Police Academy. Proposed legislation would address this by creating different training levels for part-time officers based upon their specific responsibilities, which would result in considerable savings in training costs. Manager Lewis felt that this was a common sense solution that would benefit many Vermont towns. Representative Lewis added that the legislature is looking into some revisions to the Open Meeting Law that would cover email communications so that officials are prevented from making decisions online in advance of public meetings. There also is a proposal to shift some of the training conducted by Vermont Local Roads away from the St. Michael's campus in Colchester to other parts of the state, which would save employers some transportation costs. Representative Lewis stated that the bad news is that it now appears inevitable that the state education tax will be going up. Chair Quinn thanked Representative Lewis for the update and asked that she address the Board members again after the legislative session has been concluded. Representative Lewis was happy to do so.

V. DEPARTMENT HEAD REPORTS

- a. **Road Foreman Ramon E. Hudson.** Mr. Hudson had provided a memorandum before the meeting that highlighted the work that the Highway Department has done over the last month. He mentioned that because of this difficult winter, the Town's salt and sand supplies have been severely depleted so that their use on the roads now is being limited to hills and corners. A new laptop computer has been purchased for the mechanic so he can track maintenance expenses for all municipal vehicles. This information also can be shared with management and the boards in order to show how much in parts, labor, etc. has been spent on each vehicle. In addition, up-to-date RSMS program files now are kept on Mr. Hudson's and Manager Lewis' computers so that both have current information. Also, the roadwork information that was provided on the written weekly work sheets now is input daily into a computer program. This will make it easier to keep track of how much and what kind of work is being done on each road as well as the vehicle used, the employee(s) involved, the amount of road material used, etc.

Mr. Hudson reported that \$10,000 was recently spent to put a new transmission into the 2008 Mack truck. Mr. Hudson noted that this vehicle has caused considerable trouble over the past three (3) years and that about \$30,000 has been spent repairing it in this timeframe. Trustee Wilson asked if money is being set aside to replace this vehicle. Manager Lewis said that he contacted the Vermont Mack dealer to see if we could get some reimbursement for these expenses but has not heard back yet. The vehicle is due to be replaced in about six (6) years but he is looking into the possibility of moving this up. Selectman Goslant asked if this vehicle's problems have exceeded what should be expected for normal wear and tear. Mr. Hudson said that it was, noting that the 2005 Mack truck has about the same amount of mileage on it but has had far fewer problems.

Mr. Hudson stated that a few different sidewalk clearing machines have been tried this winter as the trackless has been out of service on a number of occasions. About \$10,000 has been spent repairing it this winter and an additional \$2500 to \$3000 will need to be spent to get the trackless operational for next winter. Among the vehicles tested was a Bobcat loaned from Norwich University, which was too big for our sidewalks. Another disappointing machine was a Mini-Loader, which was found to be far too top-heavy. By contrast, a McLean MV2 was used and found to be very effective. A new Mclean MV2 would cost about \$120,000 fully equipped. Trustee Maxwell asked what the City of Montpelier was using on its streets. Mr. Hudson said that Montpelier recently bought a trackless that has caused them many problems this winter. Chair Quinn said that the MV2 seemed like a good machine for our sidewalks but the municipality only has set aside about \$45,000 to purchase a new sidewalk machine.

Mr. Hudson then reported that the vehicle lift at the Town Garage recently failed an inspection and had to be repaired. It now is back in service. He now is working on a projected roadwork schedule, which will be updated when spring actually arrives. The Board members thanked Mr. Hudson for his report. Selectman Gadbois expressed his gratitude to the Highway crew for doing a great job this winter given the bad conditions.

- b. **Finance Director Laurie Baroffio.** Ms. Baroffio had distributed beforehand Town and Village Financial Statements for the current fiscal year through February 28, 2014. She stated that despite the impact of the bad winter weather on the Highway departments, she remains hopeful that there will be positive balances in all funds by the end of the fiscal year (June 30, 2014).

Ms. Baroffio noted that Town General seems to be breaking even at this time. Ambulance Service revenues are eight percent (8%) ahead of schedule and there have been recent savings in overtime and part-time personnel costs with the adoption of a new work schedule for the Police Department. The Town Highway fund also should come in on budget largely due to FEMA reimbursement funds covering the Town's personnel and material costs in repairing damage caused by the July 2013 flooding. There will be some overages in some accounts due to the harsh winter including gasoline/diesel, salt, sand, etc.

Ms. Baroffio projects the Village General fund to have a positive balance of between \$3000 and \$5000, which will be largely due to the reduced personnel costs with a part-time Village Manager. The Village Highway also should have a positive balance due to savings in the streetlight account. The Electric Department appears positive at this time, even though the purchased power cost is about eighty percent (80%) of the amount budgeted for the entire year. This will have to be watched. The Water and Sewer accounts also are faring well with the lower management costs.

Ms. Baroffio concluded by stating that although all the various Town and Village accounts appear to at least break even by the end of the fiscal year, she and the Accounting Department will be carefully monitoring the situation in coming months to keep things on track. The Board members thanked Ms. Baroffio for her informative report and her good work.

VI. JOINT DISCUSSION

- a. **Approval of Northfield Transfer Station Revised Operation Hours.** Manager Lewis recently was contacted by Earth Waste Systems, which operates the transfer station, regarding its intention to extend operating hours. The Northfield Transfer Station currently is open Wednesdays from 8:00 a.m. to 12:00 p.m. and Saturdays from 8:00 a.m. to 3:00 p.m. If the revised schedule is approved by the Boards, the transfer station will be open Wednesdays and Saturdays from 8:00 a.m. to 4:00 p.m. beginning Wednesday, April 9, 2014. Before forwarding this proposal to the Boards, Manager Lewis sought and obtained Earth Waste Systems' guarantee that this change would not result in any additional cost to Northfield taxpayers. Motion by Trustee Maxwell, seconded by Trustee Wilson, to authorize the revised operation hours for the Northfield Transfer Station. Selectman Goslant wondered if residents would take advantage of the new Wednesday afternoon hours. Manager Lewis stated that he often goes by the transfer station on Wednesday mornings and they do seem very busy then. **Motion passed 7-0-0.**
- b. **Proposed Sale of Former Police Station (52 East Street).** Manager Fitzhugh made a number of changes in the "Sealed-Bid Auction" document based upon the suggestions of Board members. The document already has been posted publicly at the normal locations, put on the municipal website, advertised on Trans-Video Channel 7, and will be published in local newspapers. There will be a walk-through of the property on Friday, April 4, 2014, and sealed bids are due by 3:00 p.m. on Friday, April 25, 2014. Selectman Gadbois noted that the document stated that two (2) adjoining properties are for sale; does the successful bidder have to buy both? Manager Fitzhugh said that this was not a requirement.
- c. **Village Common Rehabilitation Project Update.** Manager Fitzhugh reported that the first pre-construction meeting was held last week with all parties present, i.e. Project Engineer, Project Manager, and Construction Contractor, etc. A meeting with the Depot Square merchants and/or property owners has been scheduled for the evening of Wednesday, April 2, 2014, in the Brown Public Library's Community Room. The Construction Contractor (Don Weston Excavating) will be present to answer all questions about the projected work schedule, etc. Invitation letters will go out later this week. Manager Fitzhugh added that some pre-construction preparation work will commence the first week of April.

At this time, Manager Fitzhugh would like the Board members' formal approval for the proposal to have the communications cable on the west side of the Village Common buried. Don Weston Excavating has proposed to bury conduit for \$8700, which would result in a total project cost of between \$60,000 and \$70,000. Trustee Maxwell asked how this would be funded. Manager Fitzhugh stated that it was Ms. Baroffio's suggestion that surplus Village Highway funds be used. Selectman Goslant believes that it is a good idea to have the contractor do this work quickly and in a cost-effective manner. He has no objections to spending some additional funds if the end result is the beautification of the Village Common. Motion by Selectman Quinn, seconded by Selectman Goslant, to authorize the burying of communications cable on the west side of the Village Common, to employ Don Weston Excavating to bury the conduit for \$8700, and to finance the project using surplus Village Highway funds. **Motion passed 7-0-0.**
- d. **LED Streetlight Replacement Project Update.** Manager Fitzhugh stated that RFPs are being prepared for the purchase of light fixtures and for the labor to install them. We have received a list of possible light vendors from Green Mountain Power (GMP). Manager Fitzhugh is working closely with Ms. Baroffio to make sure that the funds to finance this project are available. There was a delay in preparing the bid documents since Utility Office Manager Doug Reed had to abandon the effort for a few days to read utility meters. Selectman Goslant asked if it would be a time saving for Mr. Reed if the meters were read quarterly rather than monthly. Manager Fitzhugh said that the State of Vermont probably will require the installation of "smart meters" in the near future and this would allow electric and water meters to be read remotely. Manager Fitzhugh is working with Ms. Baroffio so that there will be funds budgeted ahead of time should

this requirement come to pass. Selectman Gadbois thinks that in the interim the meters should still be read monthly so that any excessive water use due to leaks, etc. can be caught before the bill gets too high. The same applies for excess use of electricity.

- e. **Town/Village Merger Transition Update.** Selectman Denny stated that one important matter that needs to be decided now is in regards to the new elected Utility Commissioners. The Plan of Merger does not specifically provide terms of office for these positions and Town Clerk Kim Pedley has asked that the Board members resolve this matter so that she can begin to advertise these elected positions. The Board members already have agreed that these positions will be elected by Australian Ballot at a Special Town Meeting scheduled for the same day as the final Annual Village Meeting (06/03/14). Selectman Denny's recommendation is that the terms of these positions (two Water/Wastewater Commissioners and two Electric Commissioners) be three (3) years but that the terms should be staggered so that they don't all become vacant at the same time. Therefore, in the first election, half the terms will be for three (3) years and half for two (2) years. He added that Ms. Pedley supports this recommendation. Chair Quinn asked about the remaining positions that would be appointed by the Town Select Board. Selectman Denny said that the terms would only apply to the elected members. Motion by Selectman Quinn, seconded by Trustee Maxwell, to approve the recommendation that the Utility Commissioners be elected to staggered three (3) year terms. **Motion passed 7-0-0.**
- f. **Town Manager Search Process Update.** Since Search Committee Chair Beal is absent, Selectman Denny will provide the update. He reported that forty-six (46) letters of interest were received by yesterday's deadline. However, the original schedule for the initial review of candidates, etc. has been delayed since VLCT has not yet prepared the short list. The committee's next meeting will be on Wednesday, April 9, 2014, by which time this information should be ready. The plan remains to have the chosen candidate hired by early June 2014.
- g. **Economic Development Committee Meeting: Wednesday, March 26, 2014.** The committee will be meeting tomorrow night at 6:00 p.m. in the Municipal Building. Sam Anderson from the Central Vermont Economic Development Council (CVEDC) will be present along with Zoning Administrator Michele Braun, who will be providing information on the Vermont Downtown Action Team's next visit to Northfield in a couple weeks.

VII. BOARD OF TOWN SELECTMEN

- a. **Approval of Minutes: March 10, 2014 (Regular Meeting).** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve the minutes. Chair Quinn had one correction: Selectman Doney abstained when the minutes of the February 24, 2014 Joint Board Meeting were approved. **Motion to approve revised minutes passed 4-0-0.**
- b. **Approval of Bills: Warrant #19-14.** Motion to approve Warrant #19-14 in the amount of \$101,612.47. Selectman Goslant asked why there weren't any heating oil bills on the warrant. Manager Lewis noted that since Gillespie Fuels issues bills monthly, sometimes they miss a bi-monthly warrant. **Motion passed 4-0-0.**
- c. **Approval of Bi-Weekly Payroll through March 16, 2014.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve the bi-weekly payroll in the amount of \$62,752.54. Chair Quinn was pleased to see that the Police Department's new work schedule has indeed resulted in lower part-time and overtime expenses. Unfortunately, the recent winter storms unsurprisingly led to an increase in Highway Department overtime. **Motion passed 4-0-0.**
- d. **Bond Anticipation Note (RSMS Program).** Motion by Selectman Gadbois, seconded by Selectman Goslant, to approve and sign the Bond Anticipation Note for \$50,395 at 1.49% interest; to approve and sign the Bond Anticipation Borrowing Resolution; and to approve and sign the No-Arbitrage and Use of Proceeds Certificate. Chair Quinn asked if this was the annual renewal of this loan to fund the RSMS program. Manager Lewis confirmed that it was. **Motion passed 4-0-0.**
- e. **Appointment of Various Town Officials.** A list of the appointed Northfield Town positions that would expire at the end of this month had been advertised. Letters of interest had been received for some but not all of the positions below.
 - 1. **Conservation Commission.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to reappoint Russ Barrett and Donald Wallace to four (4) year terms. **Motion passed 4-0-0.** The two (2) remaining vacant positions will be re-advertised.
 - 2. **Recreation Committee.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to reappoint Scott Amell and Bruce Wright to three (3) year terms. **Motion passed 4-0-0.**
 - 3. **Zoning Board of Adjustment.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to reappoint William S. Smith III to a five (5) year term. **Motion passed 4-0-0.**

4. **First Constable.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to reappoint Charles Satterfield as First Constable. **Motion passed 4-0-0.**
 5. **Town Service Officer.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to reappoint Mark Podgwaite as Town Service Officer. **Motion passed 4-0-0.**
 6. **Tree Warden.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to reappoint Russ Barrett as Tree Warden. **Motion passed 4-0-0.**
 7. **Central Vermont Regional Planning Commission (CVRPC) Representative.** Motion by Selectman Gadbois, seconded by Selectman Goslant, to reappoint Laura Hill-Eubanks as Northfield's CVRPC Representative. **Motion passed 4-0-0.**
 8. **Miscellaneous.** There was no interest expressed in the positions of Fence Viewer, Inspector of Wood & Shingles, Weigher of Coal, Mad River Resource Management Alliance (MRRMA) Representative, and CVRPC Transportation Advisory Committee (TAC) Representative. These vacancies will be re-advertised.
- f. **Status Report: Various Projects.** The Town Selectmen had nothing to add.
- VIII. BOARD OF VILLAGE TRUSTEES**
- a. **Approval of Minutes: March 11, 2014 (Regular Meeting).** Motion by Trustee Wilson, seconded by Trustee Maxwell, to approve the minutes. **Motion passed 3-0-0.**
 - b. **Approval of Bills: Warrant #19-14.** Motion by Trustee Wilson, seconded by Trustee Maxwell, to approve Warrant #19-14 in the amount of \$94,493.98. **Motion passed 3-0-0.**
 - c. **Status Reports: Various Projects.** The Village Trustees had nothing to add.
- IX. MANAGERS' REPORTS**
- a. **Village Manager Fitzhugh.**
 1. **Crosstown Road.** Manager Fitzhugh recently spoke to the Berlin Selectboard Chair and learned that Crosstown Road will not only be closed for Mud Season again this year but that barricades will be installed this year to enforce this.
 2. **Dog River Road (Berlin).** Manager Fitzhugh also learned that the Town of Berlin will be applying for state funding to pave its section of Dog River Road as many people use it as a shortcut to Interstate 89 (Exit 8). It was noted that many non-Northfield residents similarly use our Lovers Lane as a shortcut to Vermont Route 12A, Roxbury, and the Mad River Valley beyond.
 3. **Cox Brook Road.** Manager Fitzhugh also reported that the Town of Berlin would like our Highway Department to again plow the very short stretch of Cox Brook Road that falls within Berlin's borders. Chair Quinn suggested that there could be a trade-off for their maintenance of the Northfield section of Chandler Road.
 - b. **Town Manager Lewis.**
 1. **Northfield Ambulance Service (NAS) Supervisor.** Manager Lewis reported that after interviewing several candidates, he has offered the position to Lawton Rutter. Mr. Rutter has been serving as Acting Supervisor since former Supervisor James Baraw was injured last autumn and Manager Lewis had been very impressed with his performance during this time. Chair Quinn and Selectman Goslant expressed their support for this decision.
 2. **Fairground Road Bridge.** Manager Lewis stated that Patrick Ross from the Vermont Agency of Natural Resources (Environmental Conservation) will grant a state permit so that the bridge replacement project can go forward. Chair Quinn asked how much Northfield will have to pay for this. Manager Lewis stated that Northfield now is responsible for a five percent (5%) local match amount. However, Joshua Hanford from the Vermont Agency of Commerce and Community Development will be visiting the site so there is a possibility that this requirement might be waived. Selectman Gadbois was under the impression that FEMA would be paying for the entire project. Manager Lewis confirmed that he too had been told this on many occasions but this turned out to be misinformation.
- X. PUBLIC PARTICIPATION: Non-agenda items.** There was none.
- XI. ADJOURNMENT.** Motion by Selectman Goslant, seconded by Selectman Quinn, to adjourn. **Motion passed 7-0-0.**

The meeting adjourned at 9:04 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

An audio recording of this meeting is available in the Town Manager's Office.

These minutes were approved at the regular meetings of the Town Selectmen and Village Trustees respectively held on April 14 and 15, 2014.